

APPLICATION SUBMISSION TIPS

The following tips aim to speed up your application process

BEFORE YOUR INTERVIEW DAY:

Please prepare to submit the following documents in the order specified:

MUST-HAVE PAPERS

For all applicants:

1. A picture ID
2. Signed passport with no cover. Passport must have a validity date of at least six months beyond your intended stay in the U.S. Children must have a separate passport even if traveling with a parent.
3. DS-160 confirmation page with barcode, completed and submitted on line at <https://ceac.state.gov/genniv/>. (There is no need to print out the full application form, just the confirmation page. The barcode works best when printed from a laserjet printer).
4. Citibank receipt (both pink and yellow parts).
5. One passport [picture](#) taken within the last 6 months on a white background, with your ears visible, stapled to the bottom left of DS-160 confirmation page.
6. On-line appointment confirmation slip.

Official/Diplomatic passport holders must also submit:

7. A Ministry of Foreign Affairs Diplomatic Note. The first applicant must submit the original. Each of the following applicants must submit a copy of the Dip Note.

Student and exchange visitor (F, M, and J) visa applicants:

7. Form I-20 or DS-2019 (signed by applicants at the bottom of the first page). If the F1 applicant is under 18 years old, a parent/guardian must also sign form I-20.

Temporary workers and intra-company transferees (H and L) visa applicants:

7. Form I-129, Petition for a Nonimmigrant Worker OR Form I-797 Notice of Action.

Note:

- *If you fail to submit the required papers in order, you will be asked to leave the line, rearrange the application and go back to the end of the line.*
- *All [supporting documents](#) must be kept separately and be provided on request only.*

ON YOUR INTERVIEW DAY:

Before the security line:

- You should arrive no earlier than 20 minutes before or after your scheduled appointment.
- Please prepare to be at the Embassy for a couple of hours. The visa process involves several steps from application submission to fingerprinting and interview, etc.
- You are not allowed to bring electronic devices, including mobile telephones, into the U.S. Embassy. To save your time, please leave them at home or in your car/motorbike. Otherwise, you can leave them in a safe location with the guards during your interview appointment.
- The Embassy cannot provide parking spots for your car/motorbike. We regret any inconvenience this may cause and appreciate your cooperation.

After the security line:

- The guards will keep your pictured ID until you leave the building.
- Your visitor badge must be seen at all times.
- Please go upstairs to the Consular waiting room on the second floor.

In the Consular Waiting Room:

- Take a number (2 parts-each with same number) at the entrance. You will give one part to the intake staff and keep the other until the end of the process.
- Submit the required documents at intake window.
- Take a seat, watch TV for fingerprinting and biometric signature instructions.
- Wait until your number is called for fingerprinting.
- Return to your seat, and wait to be called for interview (and possible fingerprinting verification). Numbers are not always called in order. Please pay attention when numbers are called, in order to assist us in most efficiently processing everyone's case.
- If your visa is approved, you will go to the EMS counter inside the waiting room to register for your passport and visa to be delivered.
- If your visa application is denied, your passport will be returned to you, along with all your supporting documentation, right at the end of the interview. You will need to leave the waiting room immediately.